



香港中文大學
The Chinese University of Hong Kong

Briefing to Departmental Rapid Response Teams – Handling of Upsurge of COVID-19 Cases on Campus

March 10, 2022 (3:00 – 4:15 pm)



Rundown

Contents	Speakers
<ul style="list-style-type: none">• Roles of departmental RRT members• Useful resources	<ul style="list-style-type: none">• Ms. Corinna Lee (Director of Human Resources)
<ul style="list-style-type: none">• Handling of COVID-19 confirmed case and close contact	<ul style="list-style-type: none">• Dr. Scotty Luk (Director of University Health Services)
<ul style="list-style-type: none">• Guidelines on leave and work in time of COVID-19	<ul style="list-style-type: none">• Mr. Harris Lam (Human Resources Manager)
<ul style="list-style-type: none">• Arrangement of disinfection and sanitization measures	<ul style="list-style-type: none">• Mr. Edmond Lam (Director of Estates Management)
<ul style="list-style-type: none">• Q & A session	<ul style="list-style-type: none">• All



Roles of Members of Departmental Rapid Response Team (RRT)

1. To serve as **central coordinators** of D/U
 - Gather/handle common concerns within D/U or special individual circumstances requiring attention
 - Make recommendations to HoD to respond to situations within D/U
 - Obtain information & liaise with PAS Units (UHS, EMO, HRO, CPRO)



Roles of RRT (cont'd)

2. To serve as **resource persons** of D/U

- Keep abreast of latest information
 - University guidelines/FAQs ([Act Together Against COVID-19 website](#))
 - Action Guide on 'Rapid Response for Workplace and Staff Management'
 - HRO Q&As in the time of COVID-19 & EAP support information
 - Announcement by the Department of Health and the Hospital Authority



Roles of RRT (cont'd)

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PWSD online talk series on "Coping Skills in times of Pandemic" for staff

We have invited representatives from Hong Kong Christian Service, the University's EAP service provider, to deliver an online talk series:

1. Self-care Under COVID-19

Dates & Time: 1:00 pm - 2:00 pm, March 16, 2022 (Wednesday) (Cantonese session)
1:00 pm - 2:00 pm, March 21, 2022 (Monday) (English session)

2. Enhancing Positivity Under COVID-19

Date & Time: 1:00 pm - 2:00 pm, March 31, 2022 (Thursday)

Language: Cantonese

Registration: <https://webapp.itsc.cuhk.edu.hk/ras/restricted/eventlist?id=40>

Registration deadline: March 14, 2022



(Note: staff
login
required)



Roles of RRT (cont'd)

2. To serve as **resource persons** of D/U

- Keep abreast of latest information
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 - Action Guide on 'Rapid Response for Workplace and Staff Management'
 - HRO Q&As in the time of COVID-19 & EAP support information
 - Announcement by the [Department of Health](#) and the Hospital Authority



Roles of RRT (cont'd)

3. To serve as **contact points** for colleagues concerned and their supervisors

- Maintain updated (emergency) contact list
- Keep track of colleagues' status (close contact, confirmed positive, recovered case) & report to HoD
- Obtain colleagues' updated status to enable supervisors/HoD to offer necessary support and advise on the duty resumption schedule



Roles of RRT (cont'd)

4. To provide **support service** to office management and co-workers

- Arrange for disinfection/sanitization measures
- Arrange office closure (and re-opening) where appropriate and as per the advice from UHS or EMO





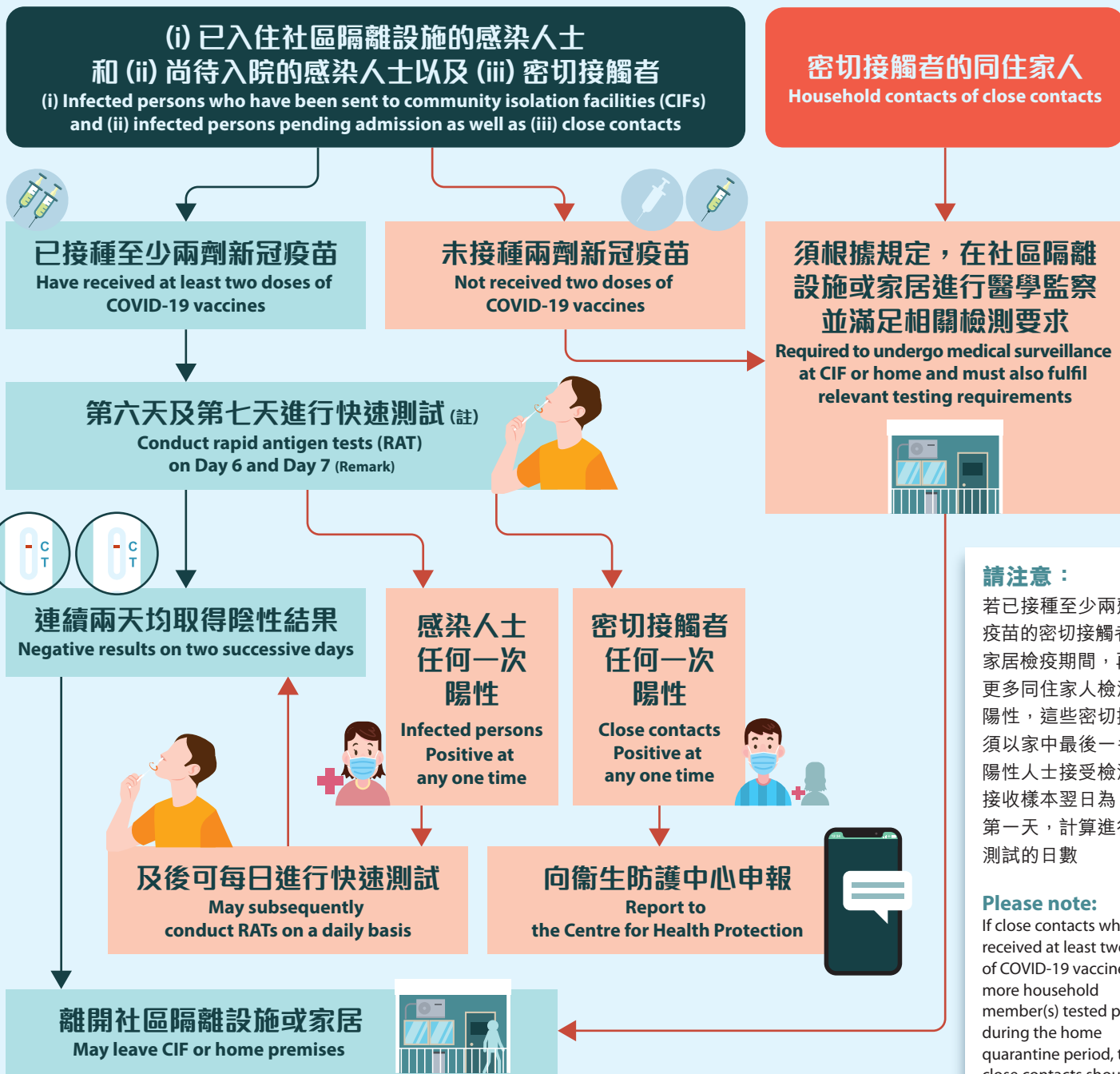
Handling of COVID-19 Confirmed Case & Close Contact



提早完成

隔離和家居檢疫條件

Criteria for Early Discharge from Isolation and Home Quarantine



請注意：

若已接種至少兩劑新冠疫苗的密切接觸者在家居檢疫期間，再有更多同住家人檢測陽性，這些密切接觸者須以家中最後一名檢測陽性人士接受檢測或接收樣本翌日為第一天，計算進行快速測試的日數

Please note:

If close contacts who have received at least two doses of COVID-19 vaccines find more household member(s) tested positive during the home quarantine period, these close contacts should count the day following testing or collection of sample of the last person tested positive at home as Day 1 for the purpose of conducting RATs

註：

感染人士：以接受檢測或接收樣本翌日為第一天；如無接受檢測或接收樣本紀錄，則以收到檢測結果通知當日為第一天

密切接觸者：以同住感染人士接受檢測或接收陽性樣本翌日為第一天；如無接受檢測或接收樣本紀錄，則以同住感染人士收到陽性檢測結果通知當日為第一天

Remark:

The day following testing or collection of sample is counted as Day 1; if there is no such testing or collection record, the day on receiving the test result is counted as Day 1

The day following testing or collection of the positive sample from the infected household is counted as Day 1 of home quarantine. If there is no such testing or collection record, the day on receiving the positive result of the infected household is counted as Day 1

版本日期 Version Date : 2022年3月7日 7 March 2022



衛生防護中心
Centre for Health Protection



更多防疫資訊

For more information on fighting the virus:

www.coronavirus.gov.hk



衛生防護中心Facebook專頁

Centre for Health Protection Facebook Fanpage

fb.com/CentreforHealthProtection



衛生署
Department of Health

衛生署健康教育專線 2833 0111
Health Education Infoline of the Department of Health

「確診者」及「密切接觸者」之定義

(1) 確診者:

- 核酸測試 (PCR) 或快速測試 (RAT) 呈陽性 (+ve)

(2) 密切接觸者:

- 確診者的同住家人；或
- 跟確診者有面對面密切接觸的人士，尤其當其中一方或雙方 (即確診者 / 該人員) 在相對較長及連續的時間沒有戴上口罩 (例如一同用膳)。

密切接觸者的追溯期:

- 由確診者發病 (有徵狀) 日期前兩天起計；
- 無徵狀患者則以呈陽性之樣本的採集日期前兩天起計。

確診者或密切接觸者何時完結家居隔離？

- 未接種兩劑疫苗者，測試陽性後第14天，以快速測試驗出陰性便可結束隔離；如仍驗出陽性，可持續每日檢測，直至呈陰性，便可結束隔離。
- 已接種至少兩劑疫苗者，測試陽性後第6及第7天，連續兩日以快速測試驗出陰性便可結束隔離；如仍驗出陽性，可持續每日檢測，直至連續兩日呈陰性，便可結束隔離。

註: 以確診者接受檢測 (包括 PCR / RAT) 翌日為第1 天。

Scenario 1

- Staff with 2 doses of vaccine or more
- Staff Day 6 & Day 7 RAT negative

Day	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Staff (Confirmed)	RAT +ve						RAT -ve	RAT -ve	Resume duty							

- Staff with 1 dose of vaccine / no vaccine
- Staff Day 14 RAT negative

Day	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Staff (Confirmed)	RAT +ve														RAT -ve	Resume duty

Scenario 2

- Staff with 2 doses of vaccine or more
- Staff living with 1 family member
- Staff Day 6 & Day 7 RAT negative

Day	0	1	2	3	4	5	6	7	8	9	10	11
1st Staff family (Confirmed)	RAT +ve											
Staff (Close Contact)							RAT -ve	RAT -ve	Resume duty			

- Staff with 2 doses of vaccine or more
- Staff living with 2 family members
- Staff Day 6 & Day 7 RAT negative

Day	0	1	2	3	4	5	6	7	8	9	10	11
1st Staff family (Confirmed)	RAT +ve											
2nd Staff family (Confirmed)				RAT +ve								
Staff (Close Contact)				(Day 0)						(Day 6) RAT -ve	(Day 7) RAT -ve	Resume duty

Scenario 3

- Staff with 2 doses of vaccine or more
- Staff living with 1 family member
- Staff Day 6 & Day 7 RAT negative

Day	0	1	2	3	4	5	6	7	8	9	10	11
Staff family (Confirmed)	RAT +ve											
Staff (Close Contact → Confirmed)				RAT +ve (Day 0)						RAT –ve (Day 6)	RAT –ve (Day 7)	Resume duty

- Staff with 2 doses of vaccine or more
- Staff living with 2 family members
- Staff Day 6 & Day 7 RAT negative

Day	0	1	2	3	4	5	6	7	8	9	10	11	12	13
1st Staff family (Confirmed)	RAT +ve													
2nd Staff family (Confirmed)				RAT +ve										
Staff (Close Contact → Confirmed)						RAT +ve (Day 0)						RAT –ve (Day 6)	RAT –ve (Day 7)	Resume duty



Guidelines on Leave & Work Arrangements

(as of 10.3.2022)



Proof of Infection

- RAT
 - Photo of the test result with testing date
 - Isolation Order by Department of Health (DH) following registration at the Declaration System maintained by the DH
- NAT
 - SMS, testing certificate or electronic testing record (www.evt.gov.hk)
- Sick leave



Close Contact

- Close contact status:
 - Self-declaration report to D/U
 - Quarantine Order from Department of Health
- Work from home, if practicable, or authorized absence



Leave/Work Arrangements

Appointee's Status	Leave/Work Arrangements
Tested Positive	Sick Leave for the period of isolation* required
Being Close Contact	Work from Home, if applicable, or authorized absence for the period of quarantine* required
* Period of isolation/quarantine required should follow orders by the DH or, in the absence of such orders, subject to the special testing arrangements as explained in University guidelines.	



Scenario 1

- Staff with 2 doses of vaccine or more
- Staff Day 6 & Day 7 RAT negative

Sick Leave

Day	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Staff (Confirmed)	RAT +ve						RAT -ve	RAT -ve	Resume duty							

- Staff with 1 dose of vaccine / no vaccine
- Staff Day 14 RAT negative

Day	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Staff (Confirmed)	RAT +ve														RAT -ve	Resume duty

Scenario 2

- Staff with 2 doses of vaccine or more
- Staff living with 1 family member
- Staff Day 6 & Day 7 RAT negative

Work from Home

Day	0	1	2	3	4	5	6	7	8	9	10	11
1 st Staff family (Confirmed)	RAT +ve											
Staff (Close Contact)							RAT -ve	RAT -ve	Resume duty			

- Staff with 2 doses of vaccine or more
- Staff living with 2 family members
- Staff Day 6 & Day 7 RAT negative

Day	0	1	2	3	4	5	6	7	8	9	10	11
1 st Staff family (Confirmed)	RAT +ve											
2 nd Staff family (Confirmed)				RAT +ve								
Staff (Close Contact)				(Day 0)						(Day 6) RAT -ve	(Day 7) RAT -ve	Resume duty



Scenario 3

- Staff with 2 doses of vaccine → **Work from Home**
- Staff living with 1 family member → **Sick Leave**
- Staff Day 6 & Day 7 RAT negative

Day	0	1	2	3	4	5	6	7	8	9	10	11
Staff family (Confirmed)	RAT +ve											
Staff (Close Contact → Confirmed)				RAT +ve (Day 0)						RAT -ve (Day 6)	RAT -ve (Day 7)	Resume duty

- Staff with 2 doses of vaccine or more
- Staff living with 2 family members
- Staff Day 6 & Day 7 RAT negative

Day	0	1	2	3	4	5	6	7	8	9	10	11	12	13
1 st Staff family (Confirmed)	RAT +ve													
2 nd Staff family (Confirmed)				RAT +ve										
Staff (Close Contact → Confirmed)						RAT +ve (Day 0)						RAT -ve (Day 6)	RAT -ve (Day 7)	Resume duty



Recap

- Declaration System for individuals tested positive for COVID-19 using Rapid Antigen Test
<https://www.chp.gov.hk/ratp/>
 - Isolation/Quarantine Order by the DH
- Sick leave
- Work from home, if applicable, or authorized absence





Arrangement of Disinfection & Sanitization Measures



Resources and support from Estates Management Office

Office/unit(*) ⇒ UHS ⇒ EMO ⇒ Specialist Contractor

- Contractor will carry out the disinfection fogging
- Colleagues may return to the venue at least 1 hour after the disinfection work.

** including Colleges and BG areas*



How to facilitate the disinfection work?

- EMO currently engage a specialist contractor to carry out disinfection work.
- Manpower of the contractor is fully stretched due to the outbreak of Covid-19.
- EMO need to place the disinfection work orders to the contractor before **1:00pm** each day. The contractor will try to arrange the disinfection work on the next day.
- Due to a large number of request received in each day, it may not be possible for the contractor to complete all the work orders on the next day.



How to facilitate the disinfection work?

- As resources are limited, disinfection will only be carried out at venues where the confirmed case may **take off his/her mask**, ie. his/her working station, nearby toilet and pantry, and the student room in Colleges.
- As a general practice, it is no need to carry out disinfection fogging to affected areas where the last day of visit by the confirmed case is **more than 1 week**.
- When report to UHS/EMO, office/unit should provide a **layout plan** indicating location of these venues, ie. name of building, floor number, room number etc. (please **circle/highlight** the affected area)
- Office/unit should also assign a staff as a coordinator for the disinfection work and open/close the door according to the scheduled time. Please write down the **contact telephone number** on the layout plan.



How to facilitate the disinfection work?

- EMO will consolidate appropriate requests with adequate information and plan for the route for the disinfection team.
- EMO will also roughly estimate the size of the disinfection area so that the contractor can plan for their resources.
- EMO then place the work order to the contractor to carry out the work as far as practicable.
- Upon receiving the confirmation of the contractor, EMO will inform the coordinator of respective office/unit to wait for the disinfection team.



How to facilitate the disinfection work?

- EMO will assign one works supervisor to coordinate the disinfection work. He will call the coordinator of respective office/unit before arrival of the disinfection team.
- 1 hour after completion of the disinfection work, colleagues of the office/unit may return to the venue.
- Please clean the cups/food containers/utensils etc with water thoroughly.
- They can work in the venue as usual.



How to facilitate the disinfection work?

- EMO may only arrange the disinfection work as soon as practicable, or cover all the areas as requested by office/units according to resources limitation.
- As such, offices/units are advised to close the venue before disinfection work can be carried out.
- On the other hand, office/unit may liaise with outside contractor at their own accord to carry out the disinfection work on urgent basis, or to cover more area including the communal area in the vicinity. They may contact our contractor or other contractors available in the market.



How to facilitate the disinfection work?

Disinfectant used by our specialist contractor:

90-day long lasting anti-virus Germagic coating

- According to the laboratory report provided by the contractor, Covid-19 virus falls on the coating within 90 days will be killed/deactivated.
- After application, you may still use 1:49 diluted bleach or alcohol to clean the surface.
- Therefore, even if a confirmed case happens to visit the venue after the fogging work, it is **not necessary** to carry out disinfection fogging again within the 90-day period. Colleagues may use 1:49 diluted bleach or alcohol spray to sanitize the place under such circumstances.



How to facilitate the disinfection work?

- Same as all other offices/units, EMO is suffering **severe manpower shortage** at present moment. Quite a number of EMO colleagues have contracted Covid-19 or are close contacts. They are under quarantine and cannot return to campus to work for the time being.
- However, we still try our best to **maintain the sanitization work in communal area and toilets** on campus. Hope colleagues can understand that we may not be able to provide weekly cleaning work inside office space as before. Repair and maintenance work has also been slow down due to the same reason.
- Colleagues are advised to **sanitize their own working booth each day** and put the rubbish (especially the **takeaway meal boxes**) into a trash bag tidily. Workmen/OAs are requested to dispose the trash bags to designated trash bins on campus.





For enquiry regarding disinfection work request, please email to
disinfection@cuhk.edu.hk





Thank you and stay well!

